

**LOS ANGELES COUNTY PROBATION DEPARTMENT  
EXISTING COMMISSIONS, COMMITTEES AND AGENCIES**

***DRAFT 5-12-16 (For discussion purposes only)***

COMMISSION / COMMITTEE/ AGENCY	YR. EST.	AUTHORITY	MANDATED OR DISCRETIONARY	COUNTY ESTIMATED ANNUAL COST	LINKS TO AUTHORITY CODES	SUMMARY OF DUTIES AND RESPONSIBILITIES	FREQUENCY OF MEETINGS	FREQUENCY OF REPORTS	LINKS TO REPORTS	PROCESS TO AMEND OR ELIMINATE ROLE	RECOMMENDATION (Check One)		
		(County Code, Charter, Gov't or WIC)		<b>PENDING</b>						(Lead: County Counsel)	Retain As-is	Revise Role	Eliminate
<b><u>I. CITIZENS' COMMISSION</u></b>													
<b>Civil Grand Jury</b>	1902	Penal Code 888	Mandated		<a href="http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&amp;group=00001-01000&amp;file=888-892">http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&amp;group=00001-01000&amp;file=888-892</a>	Responds to citizen complaints and makes recommendations for improving County operations. Visits and inquires about the conditions and management of the public jails.	Monthly (3rd Thursday)	Annual	<a href="http://www.grandjury.co.la.ca.us/gjreports.html">http://www.grandjury.co.la.ca.us/gjreports.html</a>				
<b>Sybil Brand Commission</b>	1959	LA County Code Chapter 2.82 (Institutional Inspections)	Mandated		<a href="https://www.municode.com/library/ca/los_angeles_county/codes/code_of_ordinances?nodeId=TIT2AD_DIV3_DEOTADBO_CH2.82_SYBRCOININ">https://www.municode.com/library/ca/los_angeles_county/codes/code_of_ordinances?nodeId=TIT2AD_DIV3_DEOTADBO_CH2.82_SYBRCOININ</a>	Inspects jails, lockups, probation facilities. Evaluates each facility's administration for effectiveness, economic health, cleanliness, discipline and comfort of inmates, including juveniles at probation camps / juvenile halls.	Weekly (Wednesday)	Annual	<a href="http://sbc.lacounty.gov/">http://sbc.lacounty.gov/</a>				
<b><u>II. BOARD-APPOINTED MONITORING OR INITIATIVE</u></b>													
<b>Auditor-Controller's DOJ Audit Compliance Unit</b>	2006	Board of Supervisors	Discretionary			Conducts audits and ensures the Probation Department is in compliance with Board-approved policies, including cost effectiveness of camps and halls.	As necessary	Semi-Annually					
<b>Comprehensive Education Reform Committee (CERC)</b>	2007	Board of Supervisors	Discretionary			Oversees educational reform in the county's juvenile detention facilities and includes representatives from key agencies.	Monthly	Quarterly					
<b>Countywide Criminal Justice Coordination Committee (CCJCC)</b>	1981	Board of Supervisors	Discretionary			Created to improve the effectiveness and efficiency of the local criminal justice system. Including Prop 36, drug courts and Public Safety Realignment.	Monthly (1st Wednesday)	As necessary	<a href="http://ccjcc.lacounty.gov/Public-Safety-Realignment">http://ccjcc.lacounty.gov/Public-Safety-Realignment</a>				
<b>Juvenile Reentry Council</b>	2011		Discretionary			Chaired by the CEO and Superior Court. Oversee and coordinate reentry services for improving youths transition into the community.	Not meeting at this time						

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		(County Code, Charter, Gov't or WIC)		<b>PENDING</b>						(Lead: County Counsel)	Retain As-is	Revise Role	Eliminate
<b>Office of the Independent Monitor (OIM)</b>	2010	Board of Supervisors	Discretionary			Provides special legal services to assist the Chief Probation Officer in the performance of his duties, including the investigation of intradepartmental misconduct of on- and off-duty Department personnel.	Weekly or as necessary	Annual	<a href="http://www.laoim.org/?page_id=26">http://www.laoim.org/?page_id=26</a>				
<b>Probation Commission</b>	1903 (In 1999, membership increased from 10 to 15)	WIC Section 240.243 and Board of Supervisors	Mandated		<a href="http://www.leginfo.ca.gov/cgi-bin/displaycode?section=wic&amp;group=00001-01000&amp;file=240-243">http://www.leginfo.ca.gov/cgi-bin/displaycode?section=wic&amp;group=00001-01000&amp;file=240-243</a>	Advisory to the Chief Probation Officer. May inspect juvenile camps/halls in LA County to assure compliance with applicable laws and regulations regarding health, safety, welfare and education of juveniles at facilities. Title 15, California Code Regulations, Section 1313.	Bi-Weekly (Thursday)	Varies					
<b>Probation's Ombudsman Office</b>	1997	Board of Supervisors	Discretionary			Provides independent, confidential, informal, and neutral/impartial services to Probation clients, their families, and the general public with complaints related to Probation's service delivery, policies, and/or procedures. Initiates investigations and assists in resolving issues. Maintains a toll-free Help Line.		As necessary					
<b>Probation Outcomes Study Work Group</b>	2015	Board of Supervisors	Discretionary			Identify how agencies, communities and families can better prevent youth entry into the juvenile hall system. Provide insight on how to prevent youth who enter the juvenile justice system from reaching the point of being placed in out-of-home care and/or Probation camps. Provide direction on how to build an integrated and coordinated response system that would address the complex needs of youth and families, particularly those who penetrate deeply into the system. Identify key outcomes that can be measured consistently and regularly by Probation, LACOE and allied County departments.	Every other month		<a href="http://www.cdfca.org/library/publications/2015/la-probation-outcomes.pdf">http://www.cdfca.org/library/publications/2015/la-probation-outcomes.pdf</a>				

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		(County Code, Charter, Gov't or WIC)		<b>PENDING</b>						(Lead: County Counsel)	Retain As-is	Revise Role	Eliminate
<b><u>III. COUNTY DEPARTMENTS</u></b>													
<b>Auditor-Controller's Audit Division</b>		Board of Supervisors	Discretionary			Conduct audits and prepare reports related to Probation's budget, fiscal and personnel functions.	As necessary	As necessary					
<b>Probation's Contract Monitoring Office</b>	Approx. 2000	Board of Supervisors	Discretionary			Determines if contractors are financially viable and are providing the type of services specified in their contracts. Maintains fiscal, administrative records, manages contracts and ensures the department is in compliance with Federal, State and County Guidelines.	As necessary	Monthly or as necessary					
<b>Probation's DOJ Project Office</b>	2005	Board of Supervisors	Discretionary			Data is entered into a Continuous Monitoring System that assists with tracking trends and producing various management reports on audit outcomes and analysis. Control charts in the system are used to plot data and to identify anomalous trends that require corrective measures.	Monthly or as necessary	Monthly					
<b><u>IV. STATE AGENCIES OR OTHER BODIES</u></b>													
<b>Board of State and Community Corrections - Facilities Standards &amp; Operations (FSO)</b>		WIC Section 209	Mandated		<a href="http://www.leginfo.ca.gov/cgi-bin/displaycode?section=wic&amp;group=00001-01000&amp;file=200-224.6">http://www.leginfo.ca.gov/cgi-bin/displaycode?section=wic&amp;group=00001-01000&amp;file=200-224.6</a>	Inspects facilities that hold youth in secure or non-secure custody for compliance with the Federal Juvenile Justice Delinquency Prevention Act, State laws, and Title 15 regulations.	Biennially	Biennially	<a href="http://www.bscc.ca.gov/s_communitycorrectionsincalifornia.php">http://www.bscc.ca.gov/s_communitycorrectionsincalifornia.php</a>				
<b>Juvenile Justice Coordinating Council (JJCC)</b>	2001	WIC Section 749.22	Mandated		<a href="http://www.leginfo.ca.gov/cgi-bin/displaycode?section=wic&amp;group=00001-01000&amp;file=749.2-749.27">http://www.leginfo.ca.gov/cgi-bin/displaycode?section=wic&amp;group=00001-01000&amp;file=749.2-749.27</a>	Reviews program progress and evaluation data for probation and at-risk youth.	Monthly	Annual	<a href="http://www.bscc.ca.gov/downloads/JJCPA%20Report%20Final%204.2.2015%20mr-r.pdf">http://www.bscc.ca.gov/downloads/JJCPA%20Report%20Final%204.2.2015%20mr-r.pdf</a>				

**LOS ANGELES COUNTY PROBATION DEPARTMENT-RELATED  
EXISTING COMMISSIONS', COMMITTEES' AND AGENCIES'  
ROLES AND RESPONSIBILITIES**

**I. CITIZENS' COMMISSIONS**

***Civil Grand Jury***

The civil or watchdog, responsibilities of the grand jury encompass the examination of all aspects of the county government, including special districts, to ensure that the county is being governed honestly and efficiently and that county monies are being handled appropriately. The Grand Jury is mandated by law to inquire into the condition and management of public jails, including juvenile institutions.

Functions of the Civil Grand Jury include the general business meetings and the committee meetings of the Grand Jury to inquire into and possibly investigate the operation of city and county government and special districts of local government. Valuable information is obtained by meeting with county officials, visiting county facilities and conducting independent research by using the services of an outside auditor. Conclusions of the auditor's findings are developed into recommendations on how to improve county government and public services and ways to save taxpayers' dollars and presented to the Board of Supervisors. At the end of its term of service, the Civil Grand Jury is required by law to submit a final report to the Presiding Judge of the Superior Court.

***Sybil Brand Commission***

The Sybil Brand Commissioners conducts inspections of jails, lockups, probation and correctional facilities in the Los Angeles County at least once each year. They may conduct additional inspections more often as the Commission may deem necessary or as directed by a judge of the Superior Court. These inspections involve a complete evaluation of the condition of each facility by the members of the Commission or a committee of the Commission. These inspections involve a complete evaluation of the condition of each facility's effective and economical administration, cleanliness, discipline and comfort of its inmate and Juveniles at Probation camps. Additionally, the Commission may call for and inspect the permit and registration of such jail and lockup, whether the institution is located within and without the corporate limits of any incorporated city. The commission also inspects group home facilities to ascertain their condition.

## **II. BOARD-APPOINTED MONITORING OR INITIATIVES**

### ***Auditor-Controller – DOJ Audit Compliance Unit***

In August 2010, the Board of Supervisors (Board) instructed the Auditor-Controller (A-C) to monitor the Probation Department's progress toward implementing the federal Department of Justice (DOJ) settlement agreement provisions for the camps. This compliance unit monitors 23 of the provisions related to various issues such as use of force, rehabilitation and behavior management, and staff training. The A-C issues formal monitoring reports to the Board detailing the results of their reviews.

In addition, in December 2004 the Board instructed the A-C to monitor the DOJ settlement agreement provisions for the juvenile halls. In October 2009, the DOJ concluded that the County had implemented all of the settlement agreement provisions and at the request of the Chief Executive Officer, the A-C continues to monitor the County's compliance with the 35 provisions.

### ***Comprehensive Education Reform Committee (CERC)***

The Comprehensive Education Reform Committee was created by the Board in 2007 to develop a comprehensive plan to dramatically reform education programs in the County's juvenile halls and camps. The Committee is comprised of various key stakeholders including the Chief Probation Officer, the Los Angeles County Superintendent of Schools, Los Angeles County Board of Education, Probation Commission, County Librarian, Director of Mental Health, the Chief Executive Officer, and the Los Angeles County Education Coordinating Council.

The Committee developed 35 recommendations for education reform implementation. All 35 recommendations were unanimously approved by the Board. Based on a rubric that has been created for each recommendation to measure the level of compliance, out of the 35 recommendations, 33 are either fully or partially compliant, as of February 2016. The Committee conducts quarterly meetings which provide other key stakeholders with the opportunity to participate and provide input regarding education reform. Consequently, the Comprehensive Education Reform Committee is still in place and remains active in guiding education reform strategies for probation youth.

### ***Countywide Criminal Justice Coordination Committee (CCJCC)***

The Countywide Criminal Justice Coordination Committee (CCJCC) is an advisory body established in 1981 by the Board of Supervisors to improve the effectiveness and efficiency of the local criminal justice system. Originally created as part of a comprehensive program to reduce violent crime, the 59-member committee brings together virtually all of the top leaders in criminal justice and local government to form a unique policy-level forum whose overall purpose is to strengthen interagency coordination, communication, and cooperation.

The CCJCC is a voluntary organization. It has no statutory powers or legal authority, nor does it have independent authority to set policies or determine resource allocations. Yet, the committee is able to play a leadership role in addressing a variety of countywide justice issues because of the commitment and support of its members. This membership reflects the support of municipal, county, state, and federal jurisdictions, and includes law enforcement executives, prosecutors, judges, court administrators, criminal justice agency heads, as well as elected officials and key leaders from the disciplines of health services, mental health, education, and affirmative action.

### ***Juvenile Reentry Council***

The County established the Juvenile Reentry Council, chaired by the Chief Executive Office and the Superior Court. The Council was tasked with overseeing and coordinating reentry services for the County, particularly for youth leaving camps. This Council does not currently meet.

### ***Office of the Independent Monitor (OIM)***

Pursuant to a Board-approved contract, as authorized under Government Code Section 31000, the Office of the Independent Monitor's duties and functions consist of the following:

- Providing periodic status reports on selected investigations, uses of force, the disciplinary process, and reviews of significant matters to the Board of Supervisors and the Chief Probation Officer.

- Assisting in the initiation, structuring, and development of ongoing internal investigations conducted by the Probation Department's Professional Standards Bureau to ensure that investigations are complete, effective, and fair.
- Participating, as necessary and appropriate, in ongoing investigations including interviewing witnesses, responding to crime scenes, and reviewing tangible evidence and relevant documentation.
- Monitoring ongoing investigations and reviewing completed investigations conducted by the Probation Department's Professional Standards Bureau to ensure that content, disposition of employment issues, and recommended discipline are appropriate.
- Monitoring and making recommendations about direction, disposition, discipline, and corrective action throughout the Probation Department's disciplinary process.
- Establishing and maintaining liaison with the District Attorney, Probation Executives, Probation Units and Facilities, County Counsel, employee unions, the Probation Commission, the United States Department of Justice, the Federal Bureau of Investigation, civil rights organizations, community based organizations, and other outside entities.
- Performing thorough analyses and reviews of selected Probation Department internal investigations to determine whether Probation Department policies, practices, and procedures should be reexamined to prevent the future occurrence of similar allegations of misconduct, and when warranted, developing and proposing recommendations for revisions of the implicated policies, practices, or procedures.
- Performing audits of Probation Department operations, reviewing selected internal investigations, and studying best practices from probation departments in other jurisdictions in order to develop and improve policies, practices, and procedures to ensure that investigations of intra- departmental misconduct and disciplinary procedures are more effective, fair, thorough, and impartial.
- Devising and recommending mechanisms to provide positive recognition and incentives to employees who perform duties in an exemplary fashion with regard to integrity, conduct, and other issues that frequently are the subject of discipline.
- Setting an operational philosophy to ensure that the needs and goals of the community, the Board of Supervisors, the Probation Department, and the staff are met.

### ***Probation Commission***

Advisory to the Chief Probation Officer (CPO) in lieu of the County Juvenile Justice System Commission, and issues annual advisory to the CPO pursuant to WIC Section 240.243; and may inspect juvenile camps and halls in LA County to assure compliance with applicable laws and regulations regarding the health, safety, welfare, and education of juveniles at these facilities. The Commission may provide each juvenile facility administrator with its documented findings and evaluation on an annual basis pursuant to Title 15 of the California Code of Regulations, Section 1313.

### ***Probation's Ombudsman Office***

The Probation Ombudsman was created in 1997 by the Board of Supervisors. The Ombudsman provides independent, confidential, informal, and neutral/impartial services to Probation clients, their families, and the general public with complaints related to Probation's service delivery, policies, and/or procedures. Initiates investigations and assists in resolving issues. Maintains a toll-free Help Line.

### ***Probation Outcomes Study Work Group***

- Identify how agencies, communities, and families can better prevent youth entry into the juvenile justice system;
- Provide insight into how to prevent youth who enter the juvenile justice system from reaching the point of being placed in out-of-home care (suitable placement) and/or Probation camps;
- Provide direction on how to build an integrated and coordinated response system that would address the complex needs of youth and families, particularly those who penetrate deeply into the system; and,
- Identify key outcomes that can be measured consistently and regularly (e.g., annually) by Probation, LACOE and allied County departments.

### **III. COUNTY DEPARTMENTS**

#### ***Auditor-Controller's Audit Division***

The Auditor-Controller conducts audits and prepares reports relating to the Probation Department's budget, fiscal and personnel functions to ensure compliance with Board-approved policies including recruitment, cost effectiveness of camps and halls, grant outcomes and evaluations, Request for Proposal procedures, operating costs, and numerous realignment and Prop 47 issues.

#### ***Probation's Contract Monitoring Office***

The Contract Monitoring Office within the Probation Department is tasked with determining whether the Probation Department's contractors are financially viable and also to maintain the necessary fiscal and administrative systems and records to properly manage contracts in order to ensure compliance with Federal, State and County guidelines and determines whether contractors are providing the type and required level of services specified in their contracts.

#### ***Probation's DOJ Project Office***

A comprehensive audit and quality assurance system is fully implemented in Probation. Camp program performance is measured through on-going quality assurance reviews, and analysis of performance measures and outcome measures. Results are shared with managers monthly. Data is entered into a Continuous Monitoring System that assists with tracking trends and producing various management reports on audit outcomes and analysis. Control charts in the system are used to plot data and to identify anomalous trends that require corrective measures. The goal is to provide continuous process improvement by establishing performance expectations, monitoring data, and implementing corrective action plans. Corrective action plans are developed in collaboration with program directors for process improvement and accountability when audit expectations are not met.

#### **IV. STATE AGENCIES OR OTHER BODIES**

##### ***Board of State and Community Corrections – Facilities Standards & Operations (FSO)***

Collaborates with local law enforcement agencies to maintain and enhance the safety and security of local adult and juvenile detention facilities.

- Collects data relative to operations and demographics from local detention facilities
- Establishes minimum standards for local adult and juvenile detention facilities
- Conducts biennial inspections of local adult and juvenile detention facilities
- Conducts compliance monitoring pursuant to the federal Juvenile Justice and Delinquency Prevention Act (JJCPA)
- Provides technical assistance and training to local detention facilities

##### ***Juvenile Justice Coordinating Council (JJCC)***

To be eligible for Juvenile Justice Crime Prevention Act (JJCPA) funding, each county shall be required to establish a multiagency juvenile justice coordinating council that shall develop and implement a continuum of county-based responses to juvenile crime. The JJCC is a body created pursuant to WIC 749.22 to oversee plans developed for spending of JJCPA funds. The JJCC must include, at a minimum, the chief probation officer, as chair, and one representative each from the district attorney's office, the public defender's office, the sheriff's department, the board of supervisors, the department of social services, the department of mental health, a community-based drug and alcohol program, a city police department, the county office of education or a school district, and an at large community representative. In order to carry out its duties pursuant to this section, a coordinating council shall also include representatives from nonprofit community-based organizations providing services to minors.